

Mt. Shasta Planning Commission Regular Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street
Tuesday, October 21, 2014; 7:00 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item
	1. Call to Order and Flag Salute
	2. Roll call
P 3-6	3. Approval of Minutes: Minutes of September 16, 2014 Regular Planning Commission Meeting
	4. Correspondence from Public and Staff: None
	<p>5. Public Comment</p> <p>Welcome to our Planning Commission meeting. The Commission invites the public to address the Commission on issues not listed on the agenda and that are within the Commission's subject matter jurisdiction. Those wishing to address the Commission are asked to sign-in and indicate their topic of interest. The public has a right to address the Commission on any subject within the Commission's jurisdiction; however the Commission may limit public comment on matters that are outside of its jurisdiction.</p> <p>The Planning Commission may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The Commission may place additional time limits on comments, to ensure members of the public have opportunity to speak and the Commission is able to complete its work. A group may be asked to choose a spokesperson to address the Commission on a subject matter, or the Commission may limit the number of persons addressing the Commission whenever a group of persons wishes to address the Commission on the same subject matter. Speakers are asked to provide their name and address for the public record. We greatly appreciate your active participation.</p>
P 7-12	<p>6. Consent Agenda:</p> <p>Consent Agenda items are matters requiring a Planning Commission review but which, following an initial evaluation by staff, have been found to be totally consistent with existing City regulations and the City General Plan and are, therefore, recommended for "routine" approval. If it is determined by the Commission that a Consent Agenda item requires further discussion and review, it will be removed to the regular agenda for consideration. The remaining items will be handled as a group by a single action of the Commission.</p> <p style="padding-left: 40px;">a. Renumerate Resolution CCR-14-03 to Resolution CCR-14-05</p>

P 13-28	<p>7. Public Hearing, Discussion, Possible Action RE: Rite-Aid Design Review</p> <p><u>Background:</u> Rite Aid has submitted application for Architectural Design Review and the addition of a drive-through pharmacy at their existing store located at 310 Lake Street (Project 2014.37).</p> <p><u>Commission Action:</u> Recommend Approval of Architectural Design Review</p>
P 29-34	<p>8. Public Workshop/Discussion, Possible action RE: Dedication of Castle Alley to non-motorized use.</p> <p><u>Background:</u> Castle Alley is a one-lane dirt alley with intermittent use. The segment of roadway has been identified in the City of Mt. Shasta Bicycle Pedestrian and Trails Master Plan (2008) as part of a proposed Class I bikeway, providing a key component of the Midtown Trail.</p> <p>The City's Alternative Transportation Advisory Committee (ATAC) wishes to obtain recommendation for dedication of this segment of roadway to non-motorized use, with the exception of emergency access.</p> <p><u>Commission Action:</u> Recommend dedication of Castle Alley to non-motorized use.</p>
	<p>9. Commission and Staff Comments:</p>
	<p>10. Adjourn: Next regular meeting to be held Tuesday February 17, 2015.</p> <p>Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.</p> <p>The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.</p>

Any writings or documents provided to a majority of the Planning Commission after distribution of the meeting Agenda Packet regarding any open session item on this agenda will be made available for public inspection during normal business hours within the binder entitled "Agenda Packet For Front Counter" located at City Hall at the desk on the right-hand side inside the front door.

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Mt. Shasta Planning Commission Regular DRAFT Meeting Minutes

Mt. Shasta Community Center, 629 Alder Street
Tuesday, September 16, 2014; 7:00 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item
	<p>1. Call to Order and Flag Salute</p> <p>At the hour of 7:02 pm, Chair Higuera called the meeting to order and led the audience in the Pledge of Allegiance.</p>
	<p>2. Roll call</p> <p>Commissioners Present: Findling, Funk, Pardee, Redmond, Wagner, and Chair Higuera Commissioners Absent: Patrick</p>
	<p>3. Approval of Minutes: Minutes of July 15, 2014 Regular Planning Commission Meeting</p> <p>MOTION to approve the minutes of the July 15, 2014, Regular Planning Commission meeting as submitted. Motion by: Commissioner Findling Second by: Commissioner Wagner Commission Action: Motion carried on a voice vote as follows: 5 – Ayes (Findling/Pardee/Redmond/Wagner/Chair Higuera) 0 – Noes 1 – Absent (Patrick) 1 – Abstaining (Funk)</p> <p>Minutes of August 19, 2014 Regular Planning Commission Meeting</p> <p>MOTION to approve the minutes of the August 19, 2014, Regular Planning Commission meeting as amended. Motion by: Commissioner Funk Second by: Commissioner Wagner Commission Action: Motion carried on a voice vote as follows: 4 – Ayes (Funk/Redmond/Wagner/Chair Higuera) 0 – Noes 1 – Absent (Patrick) 2 – Abstaining (Findling/Pardee)</p>
	<p>4. Correspondence from Public and Staff:</p> <p>Letters from the following people were forwarded to Planning Commission: Margaret Britton, Jill Gardner, Kathleen Hansen, Kathleen Hitt, and Tom Stokley.</p>

	<p>5. Public Comment: None.</p>
	<p>6. Consent Agenda: None</p>
	<p>7. Review sign permit for one externally illuminated sign for Maruti Restaurant located at 531 Chestnut Street [Project No. 2014.29].</p> <p><u>Background:</u> The applicant has revised their request for a new externally illuminated sign to be located on-site. A temporary banner permit has been issued to the project applicant in the interim.</p> <p><u>Commission Action:</u> Approval of Project # 2014.29a, on-site sign.</p> <p>The City Planner reviewed the written report and recommendation with the Planning Commission. Commission was appreciative of conformance.</p> <p>MOTION to approve this sign permit. Motion by: Commissioner Findling Second by: Commissioner Pardee Commission Action: Motion carried on a voice vote as follows: 6 – Ayes (Findling/Funk/Pardee/Redmond/Wagner/Chair Higuera) 0 – Noes 1 – Absent (Patrick)</p>
	<p>8. Public Hearing, Discussion, Possible Action RE: Resolution PCR-14-03, Review Draft Municipal Code amendments with regard to Short Term Rentals in the R-1 District.</p> <p><u>Background:</u> The City Council directed staff to bring forth material to begin a discussion about potential adjustments to the District Regulations of the Zoning Ordinance (Chapter 18.16) with regard to short term rentals in the R-1 District.</p> <p><u>Commission Action:</u> Consider approval of Resolution PC-14-03.</p> <p>The City Planner reviewed the written report and recommendation with the Planning Commission. A discussion was held by the Commission regarding the lack of need for signage. Further discussion was made with respect to wanting the property be a primary residence and not managed by an agency in an effort to preserve affordable housing in the R1 district.</p> <p>Chair Higuera opened the public hearing at the hour of 7:43 p.m. Hearing no public comment, Chair Higuera closed the Public Hearing portion of this agenda item at the hour of 7:43 p.m.</p> <p>The City Planner answered questions regarding the City being listed as additionally insured on the policies.</p> <p>MOTION to approve recommended amendment with the following changes made:</p> <ol style="list-style-type: none"> 1. Section (C)(3): to include insurance coverage for short term rental. 2. Section (E)(5): delete outdoor signage requirement 3. All reference to "Management" shall be removed and there shall be a host/caretaker/renter living on-site as their primary residence.

	<p>Motion by: Commissioner Findling Second by: Commissioner Pardee Commission Action: Motion carried on a voice vote as follows: 5 – Ayes (Findling/Pardee/Redmond/Wagner/Chair Higuera) 1 – Noes (Funk) 1 – Absent (Patrick)</p>
	<p>9. Public Hearing, Discussion, Possible Action RE: Resolution PCR-14-04.</p> <p><u>Background:</u> The Draft Housing Element has been reviewed by the California Department of Housing and Community Development and an Initial Study/Negative Declaration has been prepared pursuant to CEQA. Prior to action by the Council, Planning Commission is required to hold a public hearing and make recommendation on adoption of the updated Housing Element.</p> <p><u>Commission Action:</u> Consider approval of Resolution PCR-14-04.</p> <p>The City Planner reviewed the report and recommendation of the Housing Element update completed by Mintier Harnish to bring the housing element up to current State requirements. Questions were raised regarding which items are State mandated and the lack of flexibility of them. Discussion was held regarding the technical assistance portion of the Element.</p> <p>Chair Higuera opened the public hearing at the hour of 8:09 p.m. Hearing no public comment, Chair Higuera closed the Public Hearing portion of this agenda item at the hour of 8:10 p.m.</p> <p>MOTION to approve Resolution PCR-14-04, recommending to the City Council certification of the Initial Study/Negative Declaration and adoption of the Final Draft 2014-2019 Housing Element. Motion by: Commissioner Wagner Second by: Commissioner Findling Commission Action: Motion carried on a voice vote as follows: 6 – Ayes (Findling/Funk/Pardee/Redmond/Wagner/Chair Higuera) 0 – Noes 1 – Absent (Patrick)</p>
	<p>10. Discussion and Possible Action RE: Cancellation of Planning Commission meetings for November 2014, December 2014, and January 2015</p> <p><u>Background:</u> The City Planner will be on maternity leave for the months of November, December, and January, with anticipated return in February. There is a lack of necessary business at this time to keep these meeting dates. If Commission action becomes necessary a Special Meeting of the Commission may be called to address such need.</p> <p><u>Commission Action:</u> Consider cancellation of Planning Commission meetings for November 2014, December 2014, and January 2015.</p> <p>Discussion was held regarding the ability to call a special meeting if business were to come up before the City Planner has returned.</p> <p>MOTION to cancel the Planning Commission meetings for November 2014, December 2014, and January 2015.</p>

	<p>Motion by: Commissioner Findling Second by: Commissioner Pardee Commission Action: Motion carried on a voice vote as follows: 6 – Ayes (Findling/Funk/Pardee/Redmond/Wagner/Chair Higuera) 0 – Noes 1 – Absent (Patrick)</p>
	<p>11. Commission and Staff Comments:</p> <ul style="list-style-type: none">• Planning Commissioner Training Workshop – October 25, 2014, Sacramento. Discussion was held regarding available funding for registration and mileage reimbursement for those interested in attending the Workshop.• Inquiry was made about the consistency of Ethics Training. The Planner stated there has not been consistency in the past and that is part of the reason for adjusting the term dates at a prior meeting.• Commission commented on the Sportsman's Den's new signage and that they have not removed the existing lighting as was a condition of their sign approval, but seem to have made improvements to it. The Planner stated she would follow up with them.
	<p>12. Adjourn: Next regular meeting to be held Tuesday October 21, 2014.</p> <p>There being no further business before the Commission, the meeting was adjourned at the hour of 8:20 p.m. to the next Regular Planning Commission Meeting to be held on Tuesday, October 21, 2014 at 7:00 p.m.</p>

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Planning Commission Agenda Item #6a

Meeting Date: October 21, 2014
To: Planning Commission
From: Planning Department, Tuli Potts
Subject: Renumerate PCR-14-03 to PCR-14-05
[Project No. 2014.08]

X	Regular Session
	Special Session
	Emergency Session
	Closed Session

Recommendation:

Staff respectfully requests the Planning Commission:

1. Approve renumeration of Resolution PCR-14-03 to PCR-14-05

Background & Summary:

PCR-14-03 was passed at the September 16, 2014 meeting recommending the City Council adopt the proposed amendment to Section 18.16 and Section 18.20.080 of the Mt. Shasta Municipal Code to allow for short term rental in the R-1 zone District. It was later noticed that this was a duplicated resolution number and this resolution should have been number 14-05.

This action does not change the action taken during the September 16, 2014 meeting, nor does it change the language of the original resolution.

Environmental Review:

NA

Staff Recommendation

Staff recommends Commission approve renumeration of Resolution PCR-14-03 to Resolution PCR-14-05

Suggested Motion

I move that we renumerate Resolution PCR-14-03 to Resolution PCR-14-05.

Financial Impact:

None.

Attachments:

Attachment 1: Resolution PCR-14-05

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Attachment 1
Resolution PCR-14-05

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RESOLUTION NO. PCR-14-05

**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF MT. SHASTA
RECOMMENDING THE CITY COUNCIL
ADOPT THE PROPOSED AMENDMENT TO
SECTION 18.16 AND SECTION 18.20.080
OF THE CITY OF MT. SHASTA MUNICIPAL CODE
PROJECT 2014.08**

WHEREAS, the Planning Department prepared a proposed amendment to Section 18.16 and Section 18.20.080 of the City of Mt. Shasta Municipal Code (Project 2014.08) based upon inquiries from residents and Council and because short term rental in the R-1 Zone District is currently prohibited; and

WHEREAS, the proposed amendment would allow for short term rental in the R-1 zone District with issuance of an administrative permit; and

WHEREAS, the proposed amendment would provide clarifying language and conditions of operation for issuance for such administrative permit for short term rental in the R-1 zone District; and

WHEREAS, the Planning Department presented its oral and written staff reports on the proposed amendment at a regular meeting of the Planning Commission on April 15, 2014, May 20, 2014, and June 17, 2014; and

WHEREAS, a public hearing was held by the Planning Commission at their regular meeting of May 20, 2014 and a notice of public hearing was published in the Mt. Shasta Herald on May 7, 2014; and

WHEREAS, the Planning Department recommended the proposed amendment be considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, the Planning Department recommended approval of the proposed amendment to Section 18.16 and Section 18.20.080 of the City of Mt. Shasta Municipal Code.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Planning Commission recommends the City Council adopt the “general rule exemption: from CEQA and that the City Council adopt the proposed amendment to Section 18.16 and Section 18.20.080 of the City of Mt. Shasta Municipal Code as shown in Exhibit A and Exhibit B to this Resolution.

The foregoing resolution was passed and adopted this 16th day of September, 2014 by the following vote:

ROLL CALL VOTE

AYES: Commissioner Findling, Pardee, Redmond, Wagner, Madam Chair Higuera

NOES: Commissioner Funk

ABSENT: Commissioner Patrick

ABSTAIN: None

DATED: September 16, 2014

ATTEST:

CITY OF MT. SHASTA:

Tammy Lapthorne, Deputy City Clerk

Belinda Higuera, Chair

Exhibits:

Exhibit A: Draft Amendment to Section 18.16 of the City of Mt. Shasta Municipal Code

Exhibit B: Draft Amendment to Section 18.20 of the City of Mt. Shasta Municipal Code

Planning Commission Agenda Item #7

Meeting Date: October 21, 2014

To: Planning Commission

From: Tuliyani Potts, City Planner

Subject: Architectural Design Review #2014.37 – Rite Aid
Facade Remodel, Addition of a New Drive-thru, and Site Modifications to
Rite Aid at 310 West Lake Street (APN: 057-241-220)

X	Regular Session
	Special Session
	Emergency Session
	Closed Session

Recommendation:

Staff respectfully requests the Planning Commission review the staff report, consider the project, and approve Architectural Design Review #2014.37, consisting of a request by PM Design Group for a façade remodel, addition of a new drive-thru, and site modifications.

Summary:

The applicant, PM Design Group, is proposing a façade remodel, addition of a new drive-thru pharmacy, and site modifications at Rite Aid on West Lake Street. The proposal includes a new paint scheme for the entire building and on the front elevation replacing the upper windows with stucco (see **Attachment B – Elevations**). The proposed drive-thru addition will be on the east elevation and consist of a 420 square foot canopy and a 30 square foot drive-thru window. The drive-thru will include a drop-off lane and a pick-up lane. The site will be modified to include an additional ADA compliant parking stall, a pedestrian path from West Lake Street to the building, and removal of seven parking spaces to accommodate the drive-thru and two drive-thru lanes.

Staff recommends that the Planning Commission approve Architectural Design Review request #2014.37 for Rite Aid and find that the project is categorically exempt pursuant to Section 15301, *Existing Facilities*, of the California Environmental Quality Act Guidelines.

Background:

The project site is ¼ mile from Interstate 5 and located on West Lake Street. In addition to the Rite Aid, there is a ±400 square foot drive-thru coffee kiosk on the southern portion of the parcel. The site is designated Commercial Center (CC) in the Land Use Element of the City's General Plan and is zoned Downtown Commercial (C-1). Surrounding land uses include commercial to the west and south, residences and a school to the north, and commercial and the Mt. Shasta Chamber of Commerce to the east.

Discussion:

Color

The proposed paint scheme includes five different colors: moderate white, desert suede, bungalow taupe, tiki hut, and Turkish coffee. The paint colors are neutral beiges in character with Turkish coffee (brown) as a contrasting accent color (see **Attachment B – Elevations**). The paint scheme meets the intent of *The City of Mount Shasta Design Guidelines* (Design Guidelines) which encourages neutral bases with accenting colors that may contrast with the base color.

Materials

The building material will remain the same except for the upper windows on the front elevation will be replaced with taupe colored stucco. The proposed drive-thru will have a 420 square foot canopy with a height of 13'8". The canopy is metal and the two columns are CMU block. The 30 square foot drive-thru window will match the glazing on the front windows. The stucco and CMU block are listed as acceptable wall materials in the Design Guidelines. Metal is not a wall material listed as acceptable in the Design Guidelines, but it is proposed as an accent material which is allowed to be different than the acceptable wall materials. The material is consistent with the metal used for other canopies in the surrounding area, including the canopies at the gas stations to the east and south.

Lighting

The drive-thru canopy will have under canopy light fixtures, but no lighting specifications were submitted with the application. Per the Design Guidelines, all fixtures are required to be shielded and fully cut-off to reduce glare onto neighboring properties and to eliminate the potential for unnecessary lighting of the night sky. A condition of approval (see **Attachment E – Condition #2**) was added to ensure compliance with the lighting requirements in the Design Guidelines.

Signs

The applicant plans on submitting a sign package in the near future to replace the existing building signs and to add signs for the drive-thru pharmacy. No signs are a part of this Design Review Application.

Site and Landscape

Since this is an existing structure and parking lot, there is no additional landscape proposed for this project. As required by the Design Guidelines, a striped pedestrian walkway from the sidewalk along West Lake Street to the Rite Aid building will be added on the site (see **Attachment A – Site Plan**). The Design Guidelines also requires that all pedestrian walkways that traverse vehicle drive aisles be distinguished with various hardscape materials such as specialty pavers or stamped colored concrete. As proposed, the walkway is striped and is not distinguished with hardscape materials. Since this is an existing parking lot, the applicant is requesting that the Planning Commission approve the site plan with a painted striped walkway

instead of a walkway distinguished with hardscape materials. Staff suggests that the Planning Commission review and discuss the request.

The parking lot will be modified by adding a third accessible parking space and removing ten standard parking spaces to accommodate the drive-thru and the two drive-thru lanes on the east side of the building. Per Mt. Shasta Municipal Code Section 15.44.020, Rite Aid is required to provide forty-two parking spaces and the reconfigured parking lot exceeds this requirement with fifty-nine parking spaces. A bike rack will also be added near the front of the building.

Required Findings:

1. The proposed building plan is consistent with the photographic examples of acceptable styles, elements, themes, materials, massing, detailing, landscaping, and relationships to street frontages and abutting properties examples shown in these guidelines.

The existing building will be repainted with a neutral base and a contrasting accent color and stucco will be added to the front elevation to replace the upper windows. The proposed drive-thru matches the proposed color scheme and the materials are acceptable elements in the Design Guidelines. The proposed façade remodel and drive-thru addition is consistent with the examples of acceptable styles, elements, themes, materials, massing, detailing, landscaping, and relationships to street frontages and abutting properties shown in the Design Guidelines.

2. The design of the proposed structure includes universally acceptable wall materials, or alternative treatments for panelized or prefabricated structures, identified in the guidelines under Color and Material.

The proposed stucco on the front of the building and CMU columns on the drive-thru are acceptable wall materials identified in the Design Guidelines. The proposed metal material for the drive-thru canopy can be considered an accent material and is consistent with other metal canopies in the surrounding area, including the gas station neighboring the parcel to the east and the gas station to the south. Metal material is not listed in the Design Guidelines as an acceptable wall material, but the Design Guidelines does allow different materials to be used for accent. The proposed materials are universally acceptable wall materials listed in the Design Guidelines or are considered an accent material and are acceptable per the Design Guidelines.

3. Roof design includes appropriate detail to match the surrounding structures, do not create glare and are complimentary in color to the building.

There are no proposed roof modifications to the building. The roof design of the canopy is flat and continues the proposed color scheme. The flat roof is not visible from the parking lot or any public right-of-way in the area. The proposed roof design does not create glare and is complimentary in color to the building.

4. Design of the structures is sufficient to prevent vibrations or noise from sources internal to the structure from being detected at the property lines.

*A drive-thru speaker system will be used for the drive-thru pick-up and drop-off lanes. The speakers will be facing the drivers and pointed away from the nearest property line. As conditioned, the drive-thru speaker system noise threshold is 60dba at 5-10 feet which is the equivalent of a normal conversation at 5-10 feet (per the Mt. Shasta General Plan Noise Element pg. 7-4). With the Conditions of Approval (see **Attachment E**), noise or vibration from the speaker system will not be detected at the property lines.*

5. Proposed color scheme is consistent with the preferences identified in the guidelines under "Color and Materials." Base color is a neutral color and the trim color accents or contrasts the base color.

The proposed color scheme includes five proposed colors. Four of the colors are neutral taupes and one color is a contrasting accent color in dark brown. The color scheme is consistent with the preferences identified in the Design Guidelines.

6. The site plan demonstrates both motorized and non-motorized connectivity from the public right of way to the buildings and other site amenities.

There is a driveway for vehicle access from West Lake Street to the parking lot. Drive-thru customers can access and exit the site from this driveway. The proposed changes to the site plan include a pedestrian walkway from West Lake Street to the Rite Aid building. The site plan demonstrates both motorized and non-motorized connectivity from the public right of way to the buildings and other site amenities.

7. The proposed development is in conformity with the standards of the Land Development Code and other applicable ordinances insofar as the location and appearance of the building and structures are involved.

The addition meets setback, lot coverage, and height regulations of the C-1 zoning district. The modified site plan meets the required number of parking spaces and queuing space for the drive thru per Mt. Shasta Municipal Code Chapter 15.44 and is in compliance with accessible parking requirements per the California Building Code. The proposed façade remodel, drive-thru addition, and site plan modification is in conformance with the Mt. Shasta Municipal Code.

Environmental Determination:

In accordance with the State California Environmental Guidelines (CEQA), staff has determined the project to be categorically exempt pursuant to Section 15301, *Existing Facilities*, of the

State CEQA Guidelines. The proposed façade remodel, drive-thru addition, and site plan modification is for an existing commercial building. This exemption allows minor alteration to existing private structures.

Conditions of Approval:

As established in the Design Guidelines, the Planning Commission may impose conditions of approval on Architectural Design Review applications. Based on review of the proposed project, staff is recommending the **Conditions of Approval for Architectural Design Review 2014.37** as shown in **Attachment E** to this staff report.

Suggested Motions:

1. California Environmental Quality Act:

Move that the Planning Commission determine that the project is categorically exempt from review under the California Environmental Quality Act (CEQA) Section 15301, Existing Facilities, of the California Public Resources Code.

2. Architectural Design Review:

Move that the Planning Commission approve Architectural Design Review 2014.37 subject to the Conditions of Approval.

Attachments:

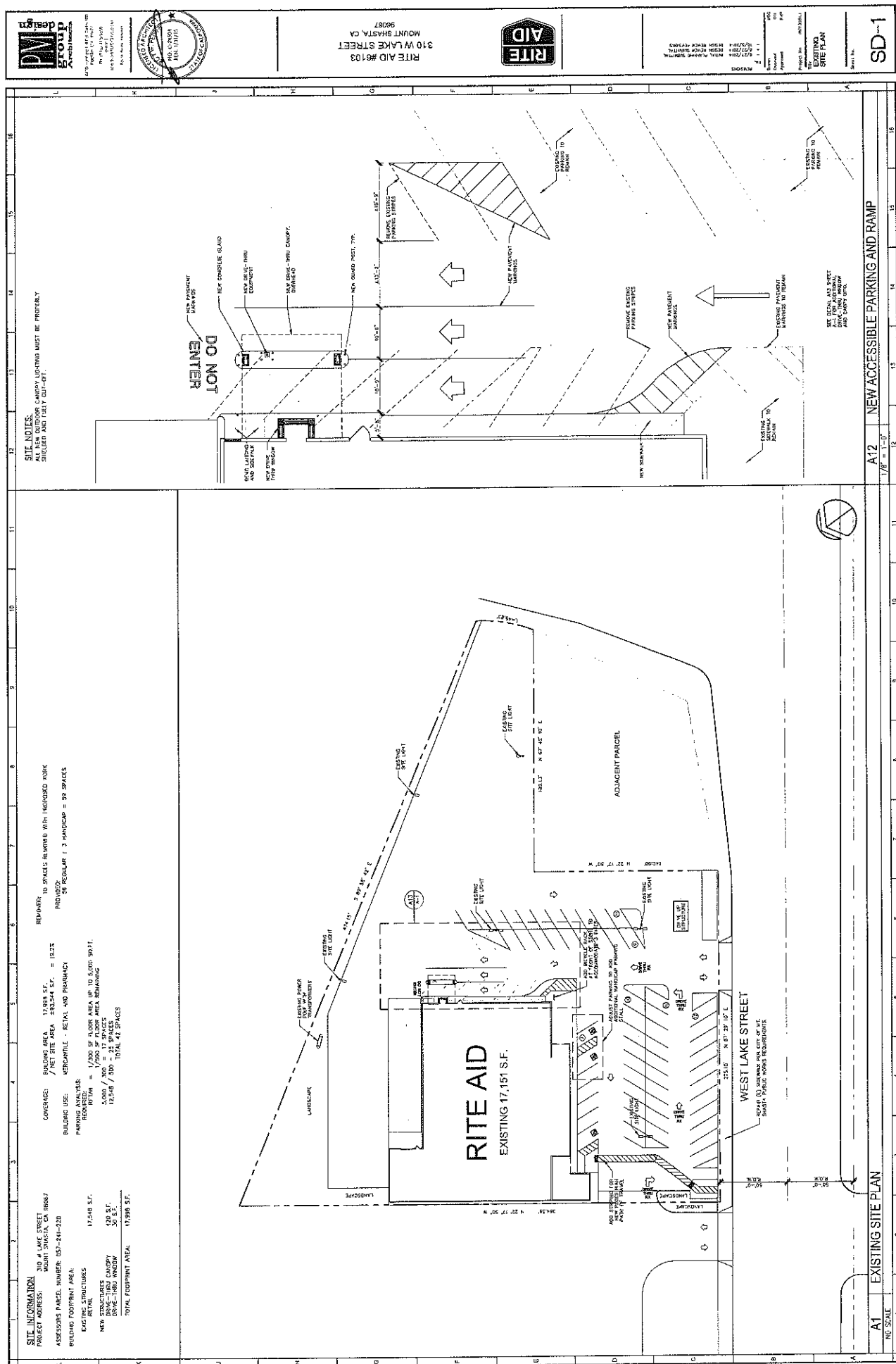
- A. Site Plan
- B. Elevations
- C. Floor Plan
- D. Photographs of Existing Building and Site
- E. Conditions of Approval for Architectural Design Review 2014.37
- F. CEQA Notice of Exemption

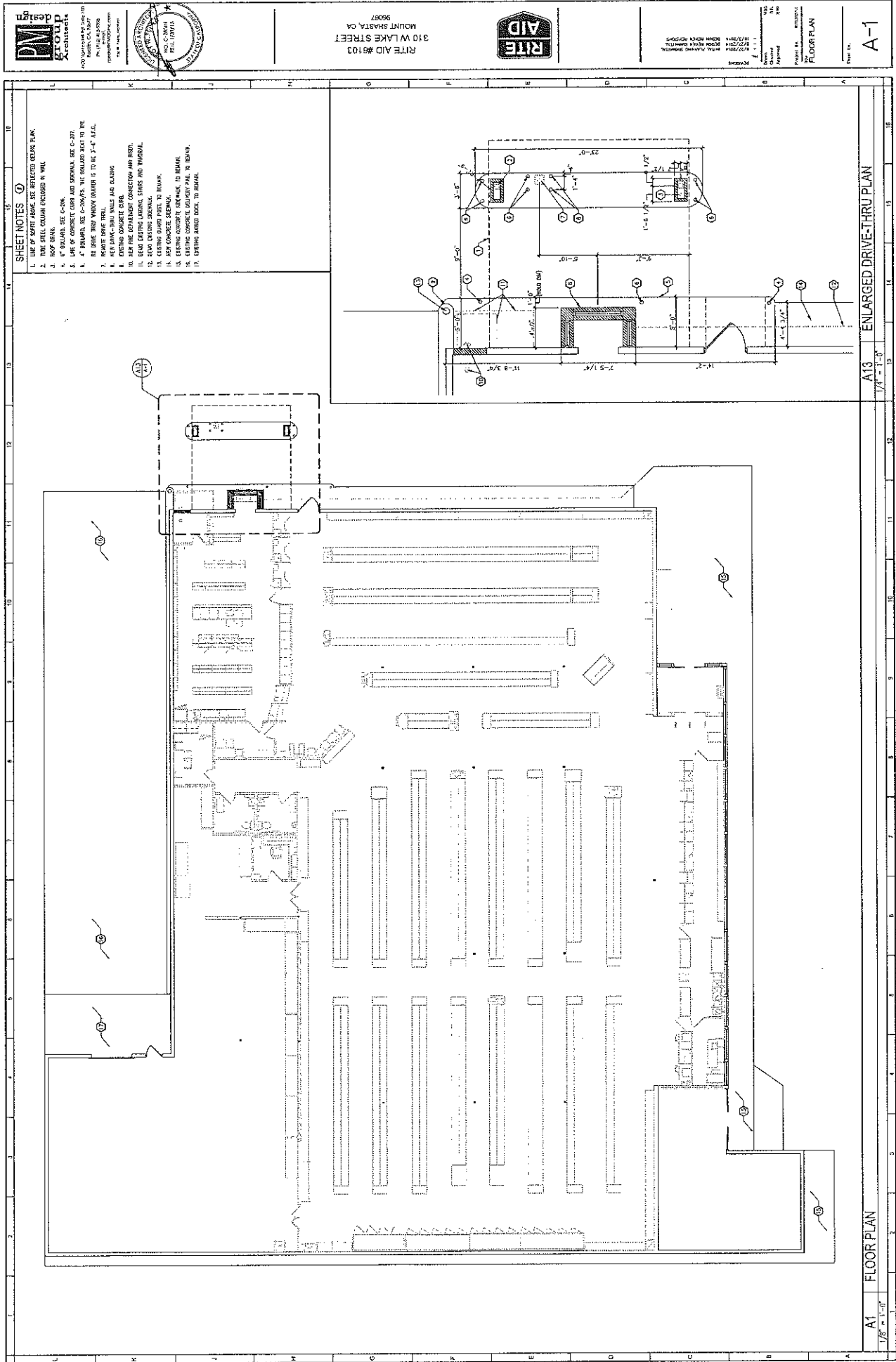
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Attachments A-F

- A. Site Plan
- B. Elevations
- C. Floor Plan
- D. Photographs of Existing Building and Site
- E. Conditions of Approval for Architectural Design Review 2014.37
- F. CEQA Notice of Exemption

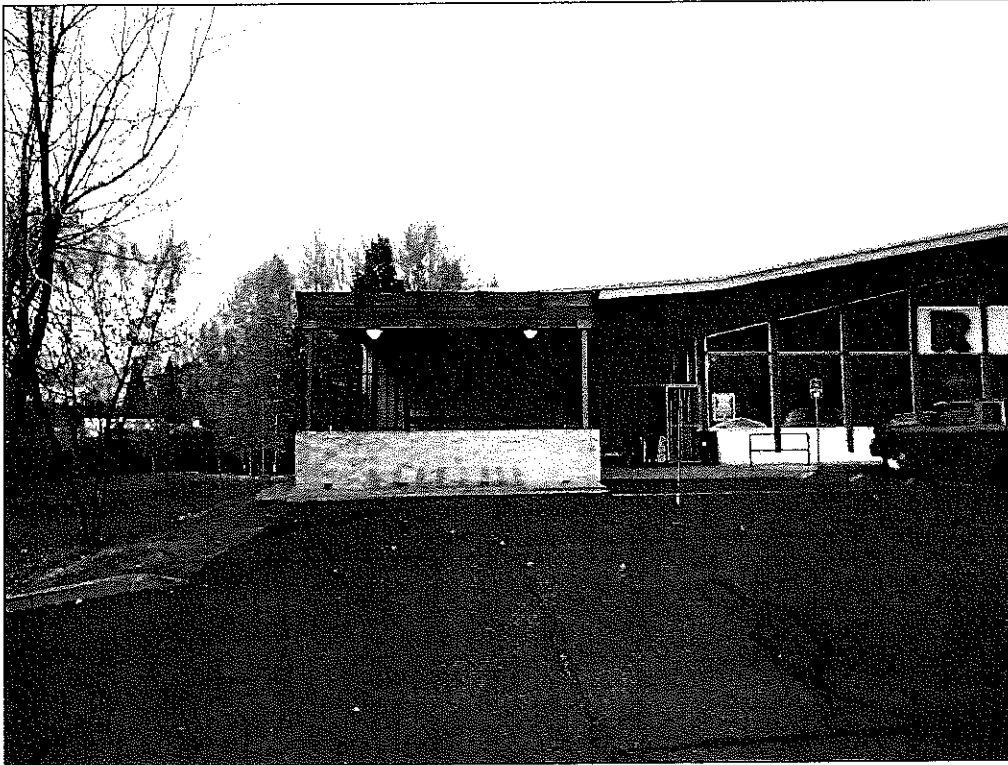
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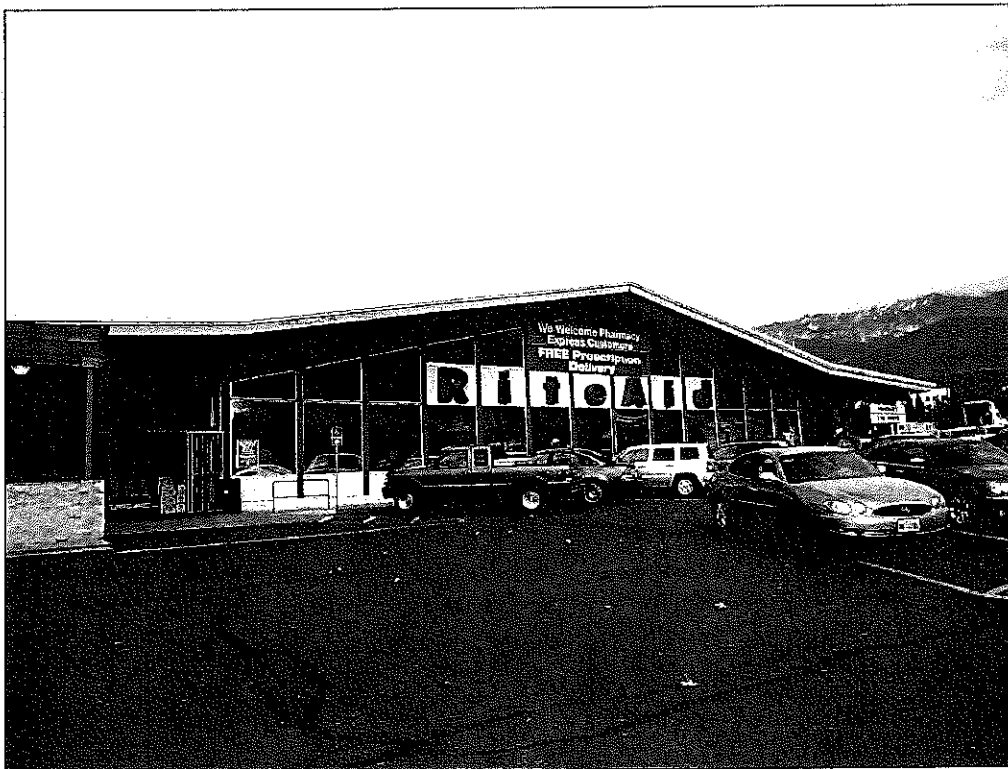


Attachment D

Photographs of Existing Building and Site



Front Elevation – West Side



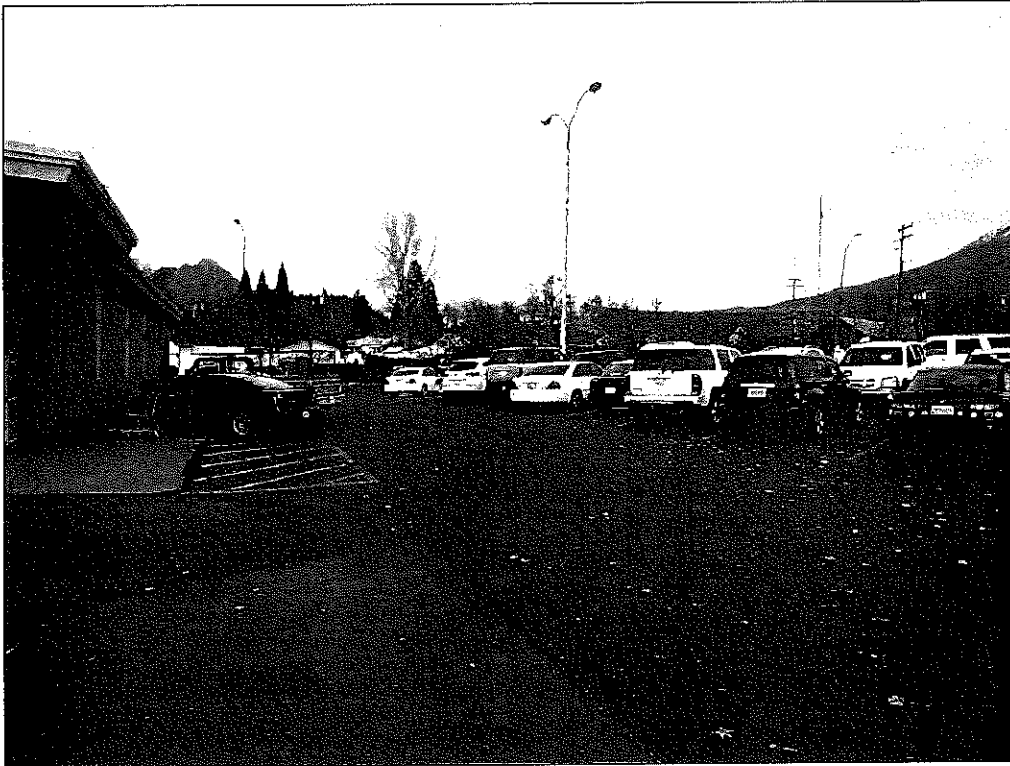
Front Elevation



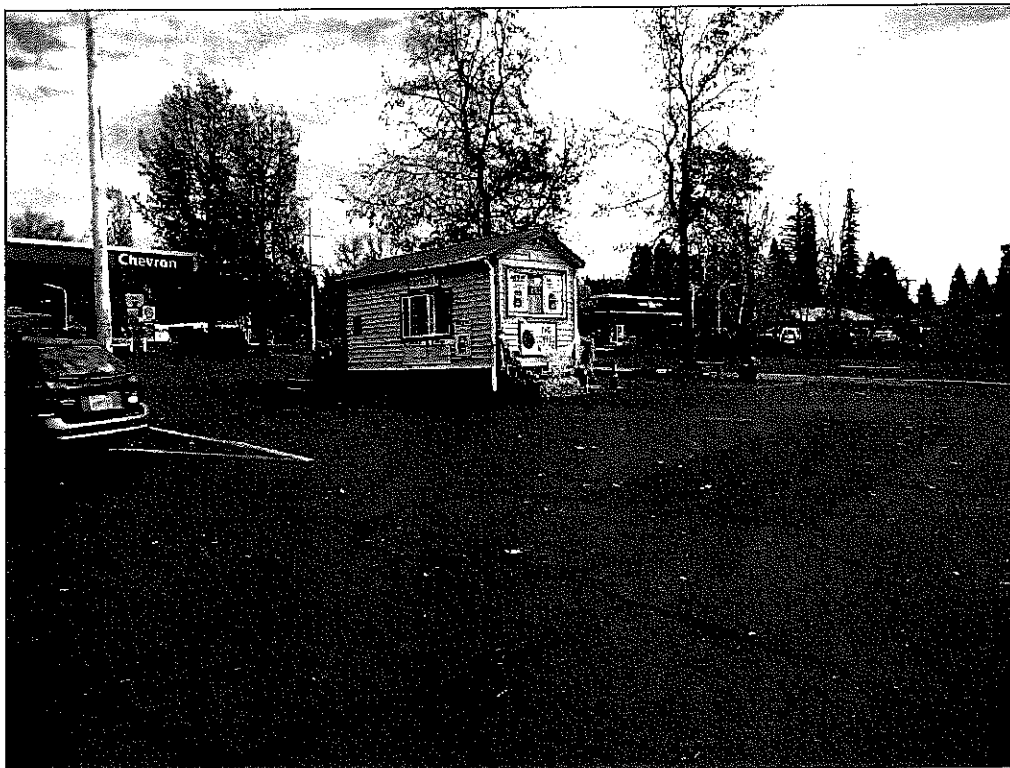
Front Elevation – East Side



Parking Lot



East Elevation and Parking Area



Coffee Kiosk

CITY OF MT. SHASTA

Architectural Design Review 2014.37 – Rite Aid

Conditions of Approval:

1. The project is approved to be constructed as shown and described in the application materials and staff report or as modified by the Planning Commission.
2. All new exterior lighting shall be shielded and fully cut-off to reduce glare and the potential for unnecessary lighting of the night sky. Prior to building permit issuance, submit lighting specifications/cut-sheets for Planning Department approval.
3. The noise threshold for the drive-thru speaker system is 60dbA at 5-10 feet away from the sound source. Prior to building permit issuance, submit the specifications for the drive-thru speaker system to the Planning Department for approval.
4. Minor changes to the approved Site Plan may be approved by the City Planner upon receipt of a substantiated written request by the applicant or his respective designee. Prior to such approval, verification shall be made by each department that the modification is consistent with the application, fees paid, and environmental determination as conditionally approved.
5. Proposed changes to the approved Site Plan or the Conditions of Approval that are deemed to be major or significant in nature shall require approval by the Planning Commission. The applicant is responsible for all applicable fees of the request.
6. All signs shall comply with the City of Mt. Shasta's Sign Ordinance (Mt. Shasta Municipal Code Title 8).
7. The property owner or business operator shall not install any new business-related signage until such time as an application has been submitted and approved by the City for new signage.

Notice of Exemption

To: Office of Planning & Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of Siskiyou
510 North Main Street
Yreka, California 96097

Project Title: Architectural Design Review 2014.37 - Rite Aid

Project Applicant: PM Design Group, Inc.

Project Location – Specific: 310 West Lake Street, Mt. Shasta, CA (APN: 057-241-220)

Project Location – City: City of Mt. Shasta

Project Location – County: Siskiyou

Description of Nature, Purpose & Beneficiaries of Project:

Façade remodel, addition of a new drive-thru, and site modifications at Rite Aide at 310 West Lake Street. The beneficiaries of the project are the applicant, property owner, and customers of Rite Aid.

Name of Public Agency Approving Project: City of Mt. Shasta, CA

Name of Person or Agency Carrying Out Project: City of Mt. Shasta, CA

Exempt Status: *(check one)*

- ☒ Categorical Exemption CEQA Reference §15301 - Existing Facilities.
- ☐ Ministerial Exemption (§21080(b)(1); 15268);
- ☐ Declared Emergency (§21080(b)(3); 15269(a));
- ☐ Emergency Project (§21080(b)(4); 15269(b)(c));

Reasons Why Project Is Exempt:

The proposed project consisting of a façade remodel, addition of a new drive-thru, and site modifications is exempt from the California Environmental Quality Act under §15301, Existing Facilities, because the project involves minor remodeling to the exterior façade and a drive-thru addition that is under 2,500 square feet. The exemption applies to projects with no or negligible expansion (under 2,500 square feet) of the existing use.

Lead Agency Contact Person: Tuliyani Potts **Area Code/Phone:** (530) 926-7510

Signature: _____ **Date:** _____ **Title:** City Planner

Date received for filing at OPR:

Planning Commission Agenda Item #8

Meeting Date: October 21, 2014

To: Planning Commission

From: City Planner, Tuli Potts
ATAC Chair, Michael Williams

Subject: Workshop/Discussion, Possible Action
RE: Dedication of Castle Alley to Non-Motorized Use
[Project No. 2014.08]

X	Regular Session
	Special Session
	Emergency Session
	Closed Session

Recommendation:

Staff respectfully requests the Planning Commission recommend to Council dedication of Castle Alley (between East Castle Street and Alma Street) to non-motorized use, with the exception of emergency access vehicles.

Background & Summary:

From East Castle Street in the south to Alma Street in the north, Castle Alley is a one-lane dirt alley with intermittent use, approximately 600 feet in length (Figure 2). The segment of roadway has been identified in the City of Mt. Shasta Bicycle Pedestrian and Trails Master Plan (2008) as part of a proposed Class I bikeway (Figure 1), providing a key component of the Midtown Trail (Attachment 1). The City adopted the Bicycle, Pedestrian, and Trails Master Plan in February, 2009. This plan is a guide to the important facilities desired by the residents of the City to safeguard and enable non-motorized or active transportation.

The City's Alternative Transportation Advisory Committee (ATAC) wishes to obtain recommendation for dedication of this segment of roadway to non-motorized use, with the exception of emergency access. Dedication will allow for the ATAC and the City to pursue funding opportunities to further develop the Midtown Trail as defined in the Bicycle, Pedestrian, and Trails Master Plan. The Fire Chief, Police Chief, and Director of Public Works have reviewed the proposed dedication of this alley to non-motorized use and have approved the concept.

Potential Impacts

Parking on Castle Street: The Use Permit for Sisson Meadow required the construction of six parking spaces along Castle Alley for users of the meadow (Staff Report, June 20, 2006 and Minute Order for June 20, 2006 Planning Commission Meeting). The requirement was based upon the construction of 0.75 parking spaces per acre of use. Use was defined as acreage of improved recreation area (i.e. boardwalk, linkage to Rotary Trail, gravel entry at Castle Street, picnic area, etc.), based on a 6-foot wide boardwalk. Staff understands that this requirement

has been modified to 2 parking spaces (though documentation of this determination has not been located).

In an effort to evaluate the parking need for the meadow based on constructed improvements to date all improved recreation areas were measured and include:

1. all boardwalks including the extra SF at all of the 5 bumpouts and the dirt track with bridge near Alder (3-foot wide boardwalks). Total approximate length of the boardwalk area (including the short dirt track near Alder) was 1,250 LF.
2. gravel entry at top of Castle St (176'x8'),
3. picnic area near sign and intersection of both boardwalks and gravel entry (approximated as 44'x28'),
4. paved asphalt trail linking eastern boardwalk to Rotary Trail near pond (90'x7').

The total square footage (SF) of all improved recreation areas build was measured at 7,200 SF or .17 acre. Based on the calculation utilized in the June 2006 staff report requiring 0.75 parking space per acre, a total of one-fourth (¼) parking space should be necessary to serve the Sisson Meadow recreation area.

Further, use of Sisson Meadow tends to be more of a 'connection' recreational use, not as much a destination use, whereby users are connecting via foot, bicycle, or non-motorized use to other areas of the City, and are not parking at Castle Alley as a destination. Combined with the fact that there is parking at numerous other meadow access points (Library, Little League field, Alder Street near the Credit Union, street parking on Castle Street, etc.) utilization of the constructed parking areas on Castle Street tends to be low. Therefore staff recommends amendment of the Use Permit for Sisson Meadow to eliminate this requirement, or modify it to one parking space which could be accommodated with the closure of the alley to motorized traffic, based upon current development of the meadow and foreseeable future improvements.

Access to Private Properties: The dedication of Castle Alley to non-motorized use will not result in the elimination of legal access to any property, as all properties in the vicinity have access from other routes (recorded easements, City roadways, or City alleys). Therefore the proposed change in use of the roadway will not eliminate legal access to any existing legally created parcel.

Emergency Access: Proposed closure of the alley to motorized traffic is by a breakaway pillar similar to those installed in the Rotary Library trail, or the Birch Street trail.

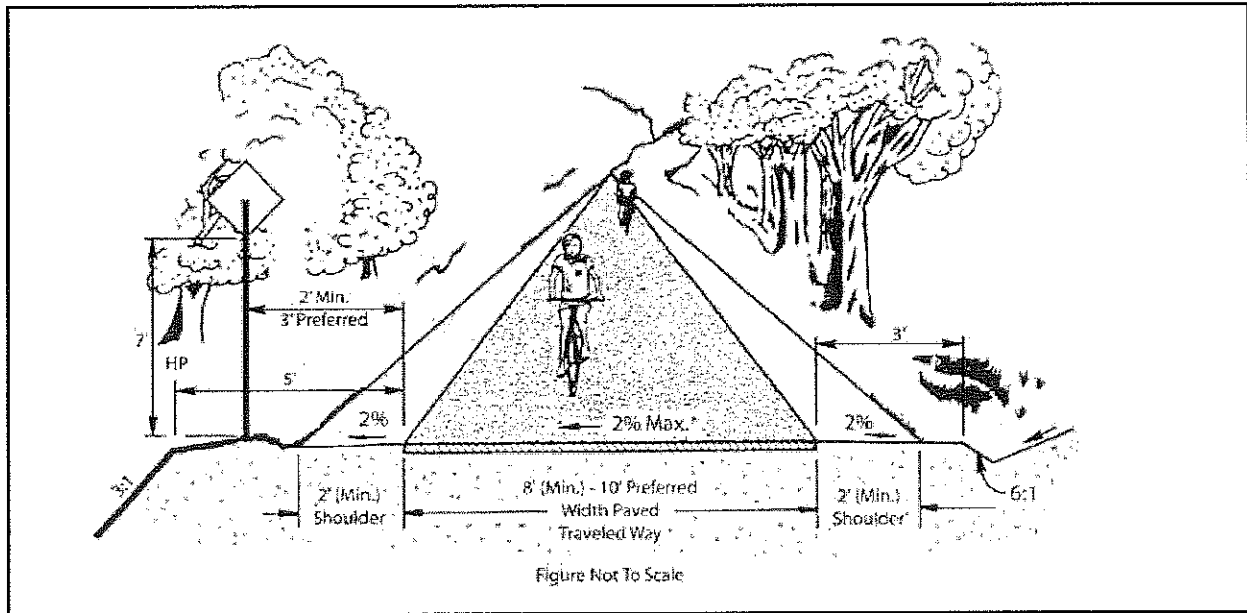


Figure 1: Class I Bikeway specifications, (Highway Design Manual, Caltrans. 2012)

Environmental Determination:

Recommending dedication of Castle Alley to non-motorized use is not a 'project' as defined by CEQA and therefore no review at this time is required. If improvements are made to Castle Alley to bring it up to Class I bikeway standards, review pursuant to CEQA will be completed at the time such a project is proposed and evaluated.

Suggested Motion

Move that the Planning Commission recommend amendment of the Use Permit for Sisson Meadow to eliminate the parking requirement of six parking spaces and recommend to Council that Castle Alley (between East Castle Street and Alma Street) be dedicated to non-motorized use, with the exception of emergency access, with installation of barricades following amendment of the Use Permit.

Therefore staff recommends.

Financial Impact:

None.

Attachments:

1. Mount Shasta Bicycle, Pedestrian and Trails Master Plan

Attachment 1

Mount Shasta Bicycle, Pedestrian and Trails Master Plan

See inset (below) for North Mount Shasta

